



Classification: Office Technician (Typing)	Position No. 8100-1139-802
CBID: R04	Office: Supply Analysis
Date Prepared: December 9, 2016	Division: Energy Assessments
KEY: (E) IS ESSENTIAL, (M) IS MARGINAL	

The Office Technician (Typing) is under the general direction of the Energy Resources Specialist III (Managerial) (ERS III) of the Supply Analysis Office (SAO) within the Energy Assessments Division (EAD). The Office Technician independently performs the most complex clerical and technical support duties for the ERS III and office staff. The incumbent interacts with a variety of staff within EAD and the Energy Commission, either while providing support to or representing the SAO, or working collaboratively and cooperatively with other EAD or Energy Commission staff on various work activities. The incumbent also interfaces with individuals and entities external to the Energy Commission.

WORKING CONDITIONS: The work is performed in an indoor office environment. Additional hours beyond an eight-hour workday or forty-hour workweek may occasionally be required. While performing the duties described below, the incumbent will be required to work alone and/or in a team environment, using an Energy Commission-provided personal computer and such as word processing, spreadsheets, electronic mail and the internet, as well as other office equipment. The incumbent is expected to maintain a well-organized work space, prioritize daily workload, and perform well under the pressure of time constraints.

DUTIES AND RESPONSIBILITIES:

The Office Technician performs a full range of clerical and technical support duties for the ERS III and SAO's staff, and is required to exercise initiative, independence and sound judgment in successfully completing assignments and managing daily support workload. The incumbent is responsible for maintaining and updating administrative and document tracking systems; ensuring the office's administrative and clerical office policies and procedures are consistent with EAD and Energy Commission guidelines; and must demonstrate a high degree of independence, initiative, and originality in performing office administrative functions as well as general technical and clerical tasks in support of the SAO's projects and workload needs. More specifically:

- 40% Provides technically advanced clerical support for the ERS III and other Supply Analysis staff. Duties also include typing highly technical and administrative reports, including reviewing, editing, typing, and preparing tables, charts, and graphs for inclusion in the reports. Prepares charts, letters, and memorandum from rough draft to final form; reviews outgoing correspondence for correct grammar, spelling and formatting. Independently composes correspondence for the ERS III's signature by gathering and compiling data from technical and administrative staff. Coordinates with other Division clerical staff to assure consistency in style, format, and that all Energy Commission policies and procedures are being followed. (E)

DUTY STATEMENT

- 30% Provides clerical support for the Integrated Energy Policy Report (IEPR). Responsibilities include typing, preparing tables, charts, and graphs for inclusion in the report. The incumbent works with various staff and ensures that reports are prepared to meet all IEPR guidelines, including proper formatting. Coordinates with SAO and other Energy Commission staff and tracks routing of documents to ensure appropriate internal review and approval procedures are followed for SAO reports and contributions to the IEPR. Collaborates with SAO and other staff to ensure reports are prepared in accordance with Energy Commission style guidelines, including proper formatting. It is imperative that the work is completed within deadlines and that all work is verified for complete accuracy. (E)
- 15% Provides general technical and clerical support for the ERS III and other SAO staff, including preparing attendance reports and acts as the office's timekeeper. Makes all travel arrangements for staff's in-state and out-of-state travel, prepares all necessary documents including travel justifications and travel expense reports within established state guidelines. Establishes and maintains detailed confidential and administrative files for the ERS III on numerous office programs and projects. (E)
- 10% Deals effectively and tactfully on the telephone or in person with a wide variety of public, state, and local contacts, providing answers to general questions regarding specific office programs or referring these contacts to appropriate office staff for technical information. Maintains good public relations by establishing a tracking system to assure answers are provided in a timely basis. (E)
- 5% Performs other duties as required consistent with the specifications of this classification. (M)

SIGNATURES			
I Certify That I Am Able To Perform, With Or Without The Assistance Of A Reasonable Accommodation, The Essential Job Duties Of This Position			
<div style="border-bottom: 1px solid black; height: 20px; width: 100%;"></div>		<div style="border-bottom: 1px solid black; height: 20px; width: 100%;"></div>	
Employee	Date	Incumbent	Date
Office Technician (Typing)		Energy Resources Specialist III (M)	